



Public Works Department Project Communication Plan

Kingshighway Signalization Improvement Project CMAQ-7302(630)

Last Updated: 10/19/2012

Planning Stakeholder Input

In preparing the project event and document communication tables below as well as performing the planning of individual communication events, the project team should always account for the following ten considerations:

1. Event – Identify the events or occasions that will be planned/held to receive stakeholder input
2. People – Identify the individuals who will be considered stakeholders and invited to offer feedback
3. Need – Identify the level of need for stakeholder input – is it just internal City Commissions, Boards, Committees, Council, etc. or should it include other public groups? Are there other individual stakeholders such as regulatory officials or critically impacted property owners and/or businesses?
4. Information – Identify the information that will need to be communicated for stakeholders
5. Format – Identify how information will be communicated (e.g., presentations, mailings, meeting, etc.), the arrangement of meeting spaces (audience, round-table, etc.), and event accessories (food, soda, audio/visual, etc.)
6. Dates/Frequency – Identify the dates and/or frequency with which communication will take place
7. Notice – Identify how notice will be given to stakeholders (i.e., how the word will be spread)
8. Feedback – Identify how stakeholder feedback will be received and collected
9. Summary – Identify who will be responsible for summarizing stakeholder input and how they are to summarize it
10. Sharing – Identify who will receive stakeholder input summaries and how they will receive it

Each stakeholder event should be planned individually with event planning sheet at the end of the Communication Plan. Completed planning sheets should be attached to the Communication Plan for reference.

Project Events Communication

Project Events Communication Table

Event	Members	Event Format and Critical Information	Schedule / Frequency
Initiation/Planning Stakeholder Input*	Consultant, Brad Temme, Eric Allmon, Kevin Corwin, Debra Aylsworth, Brian Faust (TEAM)	Scoping Meeting to discuss the objectives and deliverables for the project	Once / During Contract negotiation
Kick-Off Meeting	Consultant, TEAM	Meeting following PMM Standard 9.9 Agenda	Once / After Council approves negotiated contract
Initial Site Assessment	Consultant, TEAM	On-site	Once / After Kick-Off Meeting
Risk and Issue Alerts (add necessary "clients" to PM.com)	Consultant, TEAM, Council	Online PM.com tracking during project development	Ongoing / As needed
Project Progress Updates	Consultant, TEAM	Online PM.com tracking	Monthly
Progress Meetings	Consultant, TEAM	Meeting at City Hall to discuss major issues	As needed for the major milestones tracked on PM.com
Public Meeting(s)*	Consultant, TEAM, Public, Council	Open House meeting with Public	Prior to approved right of way plans
Specialized Stakeholder Meeting(s)*	N/A	N/A	None
Utility Coordination Meeting(s)	Consultant, Brad Temme, Eric Allmon, Kevin Corwin, Utility Companies	Meeting at City Hall to discuss impacts	Tracked online on PM.com / At least one meeting to possibly three meetings
Field Check Meeting(s)	Consultant, Brad Temme, Construction Inspector, Steve Noonan, Kevin Corwin, Eric Allmon	Field meeting to view project plans and existing conditions	Tracked online on PM.com / throughout design and prior to construction
Construction Start Notice	Construction Inspector, Contractor, property owners	Meeting at City Hall, Flyers	After Council approval of construction contract
Construction Traffic Notices	Construction Inspector, Contractor, Stephen Noonan, Kevin Corwin	PM.com, Internet and Public Announcements, Changeable Message Boards	Ongoing / As needed
Construction Progress Updates	Construction Inspector, Contractor, Stephen Noonan, Kevin Corwin, Public	PM.com, Internet and Public Announcements	Monthly
Construction Emergency Notice	Construction Inspector, Kevin Corwin, John Zimmerman, Stephen Noonan	Phone, Internet, and Public Announcements	As needed / Anticipated

Official Ceremonies (Ground Breaking, Ribbon Cutting, etc.)*	N/A	N/A	None
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* Separate sheets must be attached describing the details and responsible parties for planning this event.

Project Documents Communication

Project Documents Communication Table

Document	Recipients	Responsible Party	Distribution Method
Project Charter	Consultant, TEAM	Brad Temme	Delivered at Initiation Meeting
Requests for Qualifications	Consultants, TEAM	Brad Temme	Deliver through mail service / Advertisement
Engineering Services Contract	Consultant, Clerks Office, Brad Temme, Street Committee, City Council	Brad Temme	Hard copies routed after signatures
Project schedule and updates	Consultant, TEAM , PM.com authorized users	Brad Temme	Online PM.com updates
Project Progress/Status Reports	Consultant, TEAM	Brad Temme, Construction Inspector	Email
Progress Meeting Minutes	Consultant, TEAM	Consultant	Email / Online PM.com upload
Public Meeting Minutes	Consultant, TEAM	Consultant, Brad Temme	Email / Online PM.com upload
Stakeholder Input Summaries	TEAM	Brad Temme	Email
Data Sharing (incl. related studies)	Consultant	Brad Temme, Consultant	Hard copy / PM.com upload
Alternatives Analysis / Concept Plans	TEAM, Consultant, Street Committee	Consultant	Hard copy / PM.com upload
Survey(s)	Brad Temme, Utility Companies	Consultant	Hard copy / PM.com upload
Preliminary PS&E/Study	Brad Temme, Utility Companies	Consultant	Hard copy / PM.com upload
Right-of-Way Plans/Docs	Brad Temme, Brian Faust, Utility Companies	Consultant	Hard copy / PM.com upload
Appraisals and/or Review Appraisals	Brian Faust, MoDOT	Brian Faust	Hard copy
Initial Offer Letters	Property Owners	Brian Faust	Hard copy / PM.com upload
Parcel Acquisition Status Reports	TEAM	Brian Faust	Email / Council RCA
Permit Applications	Brad Temme, Permit Agencies	Consultant	Hard copy / PM.com upload
Pre-Final PS&E/Study	TEAM, Utilities	Consultant	Hard copy / PM.com upload
Utility Relocation Plans	Brad Temme	Consultant, Utility Companies	Hard copy / PM.com upload
Final PS&E/Study	TEAM, Construction Inspector, MoDOT, Utility Companies	Consultant	Hard copy / PM.com upload

Requests for Bids	Brad Temme, Contractor	Consultant	Drexeltech.com upload / advertisement in newspaper
Construction Contract	Construction Inspector, Street Committee, City Council, MoDOT, Clerks Office	Contractor	Hard copy / PM.com upload
Notice to Proceed	Contractor	Construction Inspector	Hard copy / PM.com upload
Construction schedule and updates	Contractor, Construction Inspector, Steve Noonan, Kevin Corwin	Contractor, Construction Inspector	Hard copy / PM.com upload
Shop Drawings	Construction Inspector, TEAM	Contractor	Hard copy / PM.com upload
Material Test Results	Construction Inspector	Testing Consultant	Hard copy / PM.com upload
Inspection Logs/Reports	Construction Inspector	Contractor	Hard copy / PM.com upload
Substantial Completion Letter	Contractor	Construction Inspector	Hard copy / PM.com upload
Final Punchlist Letter	Contractor	Construction Inspector	Hard copy / PM.com upload
Construction Close-Out Documents	Construction Inspector	Contractor	Hard copy / PM.com upload

Change Management Process

Change management process steps

Planning: Changes will be posted and managed online at PM.com. Changes will be approved and closed out as they are incorporated into the design of the project by the City project manager. Changes that require exceptions to standard design practices will be documented through the use of the design exception form.

Design: Changes will be posted and managed online at PM.com. Changes will be approved and closed out as they are incorporated into the design of the project by the City project manager. Changes that require exceptions to standard design practices will be documented through the use of the design exception form. Changes resulting in supplemental agreements will be approved at staff level or taken to Council for approval in accordance with the approved procurement process.

Right-of-Way: Changes will be posted and managed online at PM.com. Changes that require Council action will be elevated to Council through staff completion of a Request for Council Action.

Utility Coordination: Changes will be posted and managed online at PM.com. Changes will be entered by the project manager or the Consultant as information becomes available from the affected utilities. As adjustments or agreements are completed to resolve conflicts corresponding changes will be closed out.

Construction: Changes will be posted and managed online at PM.com. Change order requests will be approved at staff level or taken to Council for approval in accordance with the approved procurement process.

Change control levels

PROJECT COMMUNICATION PLAN

The City Public Works Staff will manage the change requests and status for the project in accordance with the City standards for change approval. For changes that are within staff's approval, staff will document the resolution of the change in PM.com. For changes that require Council action, staff will prepare a RCA for Council consideration. Meeting minutes from the Council Meeting along with staff documentation in PM.com will provide a record of the change resolution. Changes to the scope, cost, and schedule will all be logged and tracked online utilizing the PM.com change tracking tool.

Communication Planning Sheet for Initiation Planning / Stakeholder Meeting

Item	Description	Responsible Party
Event	Initiation Planning / Stakeholder Meeting	Brad Temme
People (Stakeholders)	Consultant, TEAM	Brad Temme
Level of Need	Scoping Meeting to discuss expectations and Consultant questions	Brad Temme
Information	Existing City information, and Consultant information	Brad Temme
Format	Open meeting directed by City project manager	Brad Temme
Dates/Frequency	During contract negotiation / Once	Brad Temme
Notice	Outlook Meeting request	Brad Temme
Feedback	Agreement with Charter	Brad Temme
Summary	Meeting minutes	Brad Temme
Sharing	Background information	Brad Temme

Communication Planning Sheet for Right of Way Plan Public Meeting

Item	Description	Responsible Party
Event	Right of Way Plan Meeting	Brad Temme
People (Stakeholders)	Consultant, TEAM, City Council, Public	Brad Temme
Level of Need	Inform the public of the proposed right of way needs / Required if significant right of way impacts occur	Brad Temme, Consultant
Information	Consultant's Right of Way Plans, Traffic Study Information, Safety Information	Brad Temme, Consultant
Format	Public Meeting	Brad Temme
Dates/Frequency	After Right of Way Plan Approval / Once	Brad Temme
Notice	Outlook Meeting request / Public Announcements – City website and newspaper, Changeable Message Boards	Brad Temme
Feedback	Gather public opinion and concerns	Brad Temme, Consultant
Summary	Meeting minutes	Brad Temme, Consultant
Sharing	Public expectations of the project / Property needs of the project	City Staff, Consultant, Public, Public Officials